



CITY OF HOUSTON

Job Posting

SKT

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	MECHANIC III
3	Posting Number	PN# 102683
4	Department	PARKS AND RECREATION
5	Division	GROUNDS MAINTENANCE
6	Section	FLEET SERVICES
7	Reporting Location	6200 Wheeler*
8	Workdays & Hours	M - F, 7 a.m. – 3:30 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES ESSENTIAL/ FUNCTIONS**

The individual will maintain and repair automotive vehicles and various specialized equipment. Must have journeyman level skills and knowledge to perform mechanical line work. Must furnish own hand tools and be able to interpret technical service manuals and operate various diagnostic equipment to repair electrical and air conditioning systems. Stay current on new technology. Keep track of repair time and report time on work orders. Keep records of maintenance, repair work performed and possible purchasing of supplies. Maintain fuel records, read fuel charts and complete fuel use reports. Provide service to outlying sites. Perform other duties as assigned.

10 **WORKING CONDITIONS**

This position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy object (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires an Associate's degree in Automotive Technology or certification/licensing in an automotive technology program of over eighteen months (i.e., NIASE).

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of automotive maintenance and repair experience are required. Technical automotive experience may be substituted for the above education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

A valid Driver's License Class A or B CDL and in compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to individuals with current ASE Certifications in automotive or truck repair and air conditioning, freon recovery certificate and vehicle state inspection license.

15 **SELECTION/SKILLS TESTS REQUIRED** ☒ Yes ☒ No

16 **SAFETY IMPACT POSITION** ☒ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 19</u>	
\$1,094 - \$1,491 Biweekly	\$28,444 - \$38,766 Annually

18 **OPENING DATE** February 2, 2005

19 **CLOSING DATE** Open until filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone Device for the Deaf (TDD) Phone (713) 837-9496.**

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